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RULES

AND

BYE-LAWS

OF

THE ASYLUM FOR IDIOTS.

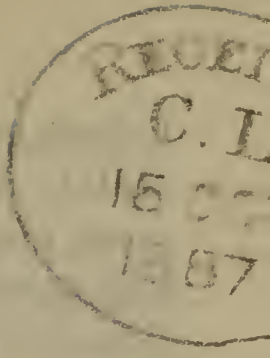
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OFFICES :

36, KING WILLIAM STREET,

LONDON BRIDGE,





# REGULATIONS

FOR

## THE ASYLUM FOR IDIOTS.

*Approved by the Secretary of State for the Home Department.*

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### GENERAL REGULATIONS.

I. That the name of this Charity be "THE ASYLUM FOR IDIOTS."

II. That the design of this Charity be, not merely to take the Idiot and Imbecile under its care, but especially, by the skilful and earnest application of the best means in his education, to improve his bodily powers, and prepare him, as far as possible, for the duties and enjoyments of life.

III. That such Idiots and Imbecile persons as are destitute of means shall be admitted and placed on the foundation by the open election of the Members, without any payment being made on their behalf; and that such as have means shall be admitted by and on the sole authority of the Board of Management, without election, upon payments to be regulated by such Board.

IV. That all such Idiots and Imbecile persons as shall be elected by the Members, or admitted on the authority of the Board, shall be received into the Asylum for Idiots, situate at Redhill, in the county of Surrey, and shall be boarded,

lodged, and taken care of therein ; and that such of them as shall be received therein by election, shall be admitted for five years into the Asylum, and be supplied with board, lodging, and body clothing during that time. But that further elections for five years, or for life, be granted at the discretion of the Board.

V. That before any case is deemed eligible for election, it shall be subject to careful inquiry and professional examination ; and in every such case there shall be reasonable expectation that it may profit by the means proposed to be employed for its benefit.

VI. That before any case is actually admitted by election, two or more respectable persons, approved by the Board, shall enter into an engagement to remove him or her from the Asylum, when required so to do.

VII. That the elections shall occur half-yearly, in April and October ; that the majority in number shall in each case bind the rest ; and should the votes in any case be equal, the Chairman shall have a casting vote.

VIII. That the number of children to be chosen shall be determined from time to time by the Board.

IX. That if at any time it shall be evident that the election of any case has been secured by false representations, such election shall be declared void.

X. That in case of any applicant being unsuccessful at the first election, credit shall be given for the number of votes at that and the five next succeeding elections ; but not beyond that time.

XI. That all persons subscribing half-a-guinea a year, or five guineas at one time, shall be Members, and have the right of voting at the elections.

XII. That all persons subscribing one guinea a year, or

ten guineas at one time, shall have two votes at the election of cases.

XIII. That the right of voting at elections shall increase in the same proportion, and that all persons subscribing two guineas annually, or twenty guineas at one time, shall be Governors.

XIV. That all Ministers granting their pulpits, or preaching in behalf of this Charity, shall become Members for life.

XV. That for a legacy of Fifty Pounds, one Life Vote shall be granted to the first-named Executor; for One Hundred Pounds, one Life Vote to each Executor proving the will; and for every additional One Hundred Pounds, an additional Life Vote.

XVI. That there be a General Annual Court in the month of April, when a Report, domestic and financial, on the state of the Charity shall be read, and the Officers chosen.

XVII. That no such Court shall be deemed duly authorised unless publicly advertised, and notice given to the Members, at least seven days before the Meeting; that not less than forty Members shall constitute a Court; and that no rule affecting the constitution shall be altered or withdrawn without a special notice given at a previous General Court.

XVIII. That the appointment of the Board rest with the General Annual Court.

## BOARD OF MANAGEMENT.

XIX. That no person receiving salary or wages from this Charity, supplying it with goods, or otherwise deriving pecuniary advantages from it, shall be eligible for the Board of Management.

XX. That the Board consist of not less than twenty

Members ; that five shall be a quorum ; that a majority in number present at any Meeting shall bind the rest ; and that the Managers be eligible for re-election.

XXI. That the Board shall meet, at least once in every month, at the Office of the Institution, 36, King William-Street, or wheresoever else the same may be situate ; and that they shall appoint a Chairman for each Meeting.

XXII. That the Treasurer and Gratuitous Secretaries shall be *ex officio* Members of the Board.

XXIII. That the Board shall have power, in case of emergency, to place an applicant on the foundation at the lowest rate of payment, subject to the next election, provided that they have security for his or her removal, should it not then be chosen.

XXIV. That the appointment and dismissal of all Officers and Servants, not declared to be in the nomination of the General Court, shall rest with the Board of Management.

XXV. That in case the majority in number assembled at any Board declare, by resolution, that the next Meeting be held at the Asylum, such Meeting shall be held there accordingly ; but, in such case, notice in writing, of the time and place fixed for such next Meeting, shall be sent by post to all the Managers.

XXVI. That a Special Board be held at any time on the requisition of any two Managers ; but, in such case, three days' previous notice thereof in writing be given to the other Managers, and the object for which such special Board is called shall be stated in such notice, and the business of the day limited thereto.

XXVII. That any motion for rescinding a Minute or Order of the Board be given notice of at the Board previous to that on which the subject comes under discussion. Notice

to be sent to every Member of the Board with the notice convening the Meeting.

XXVIII. That they shall appoint a House Committee of not less than five Managers, for the purposes hereinafter mentioned.

XXIX. That the Board appoint a resident Medical Officer to be Superintendent of the Asylum, and if expedient, an Assistant Medical Officer ; and also a Matron, to be respectively resident on the premises ; also a Schoolmaster, Schoolmistress, and Engineer, at such salaries and with such duties respectively as the Board shall think proper ; and also that they shall have power to dismiss or suspend any of such Officers at their discretion, and to appoint another, or others, in his or their place.

XXX. That they also appoint a Steward (to be resident on the premises), and a Secretary and Collector, at such salaries respectively as they shall think fit (taking security from each as hereinafter mentioned) ; and that they also appoint all other Officers, Attendants, and Servants, at such salaries or wages respectively, and with such duties as they may think fit ; and that they shall have power to dismiss or suspend, at their discretion, such Steward, Secretary, Collector, Officers, Attendants, and Servants respectively, at their discretion ; and to appoint another or others in his, her, or their place.

XXXI. That they consider and determine as to the dismissal, or otherwise, of all persons suspended or reported against by the Medical Superintendent.

XXXII. That they be empowered to discharge any Inmates of the Asylum whom the Medical Superintendent shall report as being in a fit condition to leave the Establishment.

XXXIII. That they control the affairs of the Asylum,

and in conjunction with the House Committee superintend the general management thereof, and enter into all contracts for provisions and other supplies for the Asylum.

XXXIV. That two at least of the Managers sign all cheques authorised by the Board ; and that no cheques be issued except so authorised ; and that each cheque be countersigned by the Secretary.

XXXV. That they examine the Treasurer's books ; and also the accounts and books of the Steward, Secretary, Collector, and all other persons receiving or paying money, or ordering goods on behalf of the Institution, from time to time.

#### HOUSE COMMITTEE.

XXXVI. That the Committee meet once in a fortnight (or oftener, if occasion require) at the Asylum, and appoint a Chairman. That three shall be a quorum ; and that a majority in number shall bind the rest ; and that in case of an equality of votes the Chairman shall have a casting vote.

XXXVII. That they inspect the whole Asylum, and all other the domestic arrangements thereof, and inquire whether the Rules relative thereto have been observed ; also that they inspect the stores and food, and see that the contracts for the same have been duly carried out ; and that they require and receive written reports as to the condition of the Inmates, and of the several parts of the Establishment, from the Medical Superintendent, Matron, and Steward respectively.

XXXVIII. That all bills and charges relative to household and other expenses (including salaries and wages) shall be examined, compared with vouchers, and signed by two Members of the Committee, and sent up to the Board of Management for audit and payment.

XXXIX. That whenever any stores, food, furniture, or other articles, shall be required by the Establishment, the House Committee may authorise the purchase thereof; but, in each such case, the House Committee shall certify that such purchases are necessary, and the same shall be submitted to the next Board of Management for confirmation.

XL. That this Committee keep a book, to be called "The House Committee Book," and enter therein, from time to time, a Minute of their proceedings at each Meeting, to be signed by the Chairman of the day; and that they also enter in such book, as often as may appear to them to be expedient, a statement of the condition of the Asylum, of the conduct of the Officers and other persons residing therein, and of all other matters requiring the attention of the Board of Management, or enabling them to understand the state and progress of the Establishment.

XLI. That this Committee cause the said House Committee Book to be laid before the Board of Management at their next meeting.

## THE MEDICAL SUPERINTENDENT.

XLII. That he be resident in the Asylum.

XLIII. That he be a duly registered medical practitioner, and that he have the entire supervision of the Establishment, and be responsible to the Board for its good management, economy, order, and efficiency in every department.

XLIV. That he be responsible for the condition of the Asylum, and superintend the medical and moral treatment of the Inmates, subject to the rules of the Asylum and the orders of the Board of Management.

XLV. That he have full power to engage upon trial all Attendants and Servants, duly reporting such engagement to

the next House Committee, who shall thereupon report the same to the next meeting of the Board of Management for confirmation and appointment; and that he have power to suspend for misconduct all Attendants and Servants, duly reporting the circumstances of each such suspension to the House Committee at their next meeting, who shall thereupon report the same to the next meeting of the Board of Management for their final decision; or, in the event of any emergency, to the Board direct.

XLVI. That he see all the Inmates once in each day, and that he make a daily visit to every part of the House, and an occasional visit, early and late, to the dormitories, whilst the Inmates shall be in bed.

XLVII. That he regulate the diet, clothing, exercise, occupation, and amusements of the Inmates, and encourage them to take exercise.

XLVIII. That he order and enforce all such means as he shall consider necessary or desirable for promoting and preserving the general health of the Inmates, and that he devise and carry out all such special measures as he may think expedient for invigorating and improving the bodily condition of the Inmates generally, and for encouraging the development of their mental powers.

XLIX. That he keep the Medical Visitation Book as prescribed by Act of Parliament, and also a Case Book, in such manner as is prescribed by Act 8 and 9 Vict., c. 100, and in such form as the Commissioners in Lunacy have ordered, or as they may from time to time direct.

L. That he determine the general proceedings of the house, the hour of rising, the length of time to be spent in training, and the mode of training the physical and mental

powers of the Inmates in exercise, occupation, amusement, and in the schoolrooms respectively.

LI. That he keep a "Journal of Occurrences," and an account of all medicines, wines, and spirits dispensed to the Inmates.

LII. That he report to the House Committee all cases which may be so far improved as to be fit for discharge.

LIII. That he make a General Report once a year to the Board of Management of the result of the various measures ordered or carried into effect by him, or under his orders, in reference to the Inmates or otherwise, and also of the progress and general condition of the whole establishment.

LIV. That he draw up a list of the duties of all Attendants and Servants of the Institution, and place a copy thereof in the hands of each, at the time of his or her appointment.

LV. That he have power to call in any physician, surgeon, or any other medical practitioner, when necessary, in consultation, at the expense of the Institution.

### ASSISTANT MEDICAL OFFICER.

LVI. That he possess qualifications in both Medicine and Surgery and be duly registered as a qualified medical practitioner.

LVII. That he be unmarried, reside in the Asylum, and be under the control of the Medical Superintendent, carry into effect the directions and suggestions made by that Officer, in conformity with the Rules of the Institution, Nos. 43 and 44, and that he give the whole of his time to the duties of his Office.

LVIII. That he visit each department and see each Inmate twice daily, and in case of sickness or other need, pay such

further visits, and make such reports as the Medical Superintendent may direct.

LIX. That he keep the General Registers and Journals relating to the Inmates, under the control of the Medical Superintendent, in conformity with Rules 49 and 51.

LX. That he compound the medicines and carefully attend to any other remedies prescribed for the Patients; that he examine and correct the diet tables daily, and see that all extras for the sick are duly administered.

LXI. That in the absence of the Medical Superintendent, he receive the Inmates and make the proper entries, and discharge all the medical duties which ordinarily devolve upon that Officer.

LXII. That upon his occasional absence from the Asylum, he conform to the directions he may receive from the Medical Superintendent as to its duration, and the period of his return; but that he shall not be absent for a night, or more than twelve hours in the day time without having obtained the sanction of the Board or the House Committee.

### THE MATRON.

LXIII. That she reside in the Asylum, and be under the control of the Medical Superintendent, and carry into effect all the directions and suggestions made by him, in reference to the Inmates, or to such other matters as may be under her care or control.

LXIV. That she be responsible for the order and cleanliness of every part of the building, except the Store-rooms and Workshops; that she supervise the working of the Laundry, and be also responsible for the safe keeping and cleanliness of the whole of the Clothing, Linen, and Bedding in use.

LXV. That she inspect the whole of the Dormitories early in the morning, and also visit the Dormitories of the Female Servants and Inmates when they are in bed ; taking care to see that the gas is turned down, and all unnecessary lights extinguished.

LXVI. That she give the necessary directions as to washing the Inmates, and as to the changing of bedding and linen ; and also be responsible for the cleanliness, order, and general condition of all the Inmates ; taking care to report immediately to the Medical Officer every case of accident or illness, and any unusual occurrence among them.

LXVII. That she visit the Inmates at their several meals ; see that they are duly served ; and that the food is of good quality, and properly cooked.

LXVIII. That she see that the doors in her department are safely locked at night, and report the same, in writing, to the Superintendent, at or before 10 p.m.

LXIX. That she make daily entries in the Diary and Report-book, and keep exact account of all stores supplied to her, and also of all clothing provided by the friends of the Inmates.

LXX. That she be not permitted to correspond with the friends of any Inmate except upon matters relating to clothing ; and that she preserve a copy of all letters written by her on the business of the Institution.

LXXI. That she take her meals with the Schoolmaster, Schoolmistress, and Assistants, in the room provided for that purpose.

LXXII. That under the direction of the Superintendent, she have control over the whole of the Female Servants, and uniformly enforce upon those who have charge of any of the

Inmates, the constant exercise of gentleness and kindness in the performance of their duties.

LXXIII. That she devote the whole of her time to the service of the Institution, and never absent herself without the consent of the Superintendent.

#### THE STEWARD.

LXXIV. That he be resident in the Asylum.

LXXV. That he give good security to the amount of £300.

LXXVI. That he receive all stores, examine their quality and weight, and compare the quantity with the invoice ; and that he daily select and apportion the provisions as ordered by the Medical Superintendent for the use of the Asylum, and see that they are sufficient in quantity, and also wholesome and good.

LXXVII. That he keep an account of all goods taken in and given out, and, as far as practicable, place a mark on each article ; and that he take stock once in every six months, and draw out a balance-sheet.

LXXVIII. That he be responsible for the good repair of the buildings, the supply of water, the state of the drains, the smoke flues, and generally for the proper care of the whole of the property of the house and estate, and for the good condition of the stores, and the orderly state of the store-rooms.

LXXIX. That he keep an inventory of all the stores, goods, furniture, and stock and implements on the premises, and that he suggest an addition thereto, or alteration therein, whenever necessary or expedient.

LXXX. That he act as Clerk, keep a petty-cash account, and any records which may be ordered by the Board, or by the House Committee.

LXXXI. That the Steward present a Report to each House Committee, and an Annual Report to the Board.

## BYE - LAWS.

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1. THAT Idiotic and Imbecile persons only be eligible for this Asylum, either by payment or election, excepting (in the latter case) those who are more than sixteen years of age at the time of their cases being brought before the Board for approval as candidates, and paupers who are provided for by the law of the land. The Board always reserving to themselves the power of accepting special cases irrespective of age.

2. That candidates for admission by payment can, if approved, be received for life, or for a defined period of time, on such terms as may be decided upon by the Board; the payments to be made half-yearly, in advance, and as far as practicable at Midsummer and Christmas.

3. That a contract be entered into with two responsible persons, to be approved by the Board, on behalf of every one admitted by payment for a period of time; wherein such persons shall undertake to make the stipulated payments. and to remove the Idiot or Imbecile persons so admitted when required by the Board.

4. That Idiots and Imbecile persons admitted either by payment or election shall be hereinafter called the Inmates.

5. That in the event of the death of an Inmate admitted for life, the Society will defray the cost of burial unless the body be claimed by the friends.

6. That candidates for election who reside within ten miles of the Royal Exchange shall be seen and reported upon by the Examining Medical Officers, and by the Resident Medical Superintendent, before they are placed on the approved list, and that the papers of candidates who reside beyond that distance, be seen and reported upon (professionally) by the Resident Medical Superintendent to the Board, before the names are placed on such list.

7. That all election cases finally approved be placed on the list for the next ensuing election.

8. That the number of payment cases in the Asylum shall not exceed the number of those admitted by election.

9. That no candidate be admitted into the rooms at the time of election.

10. That the successful candidates be received into the Asylum on such days as the Board may appoint, by a printed order, signed by the Secretary, which order shall be laid before the House Committee at their next meeting.

11. That in case of the election of a candidate becoming void by death, fraud, or withdrawal before admission, the next highest unsuccessful candidate be admitted.

12. That persons contributing half-a-guinea annually shall have one vote at each election of cases, and persons contributing one guinea annually shall have two votes: the right of voting at such elections being increased in the same proportion by the same rate of contribution.

13. That persons contributing five guineas at one time (as Life Members) shall have one vote at each election of cases, and persons contributing ten guineas at one time (as Life Members) shall have two votes; the right of voting at such elections being increased in the same proportion by the same rate of contribution.

14. That Firms or Corporations contributing five guineas at a time shall have one vote at each election of cases for the period of twenty-one years from the date of such contribution; and Firms or Corporations contributing ten guineas at one time shall have two votes at each election of cases for the same period; the right of voting at such elections being increased in the same proportion by the same rate of contribution.

15. That the polling papers be sent to each Member of the Society.

16. That the polling papers of those Members who are in arrear, and all privileges of membership, shall be withheld until their subscription be paid.

17. That any Member desiring to have the year's votes at one election may do so.

18. That the polling papers and Tellers' lists shall not be open to the inspection of any person without permission from the Board.

19. That should a scrutiny be demanded, or any complaint made in reference to the result of the poll, the same must be submitted to the consideration of the Board at their first subsequent meeting.

20. That no candidate shall be eligible for re-election for a

second period of five years, or for life, until after having been four years in the Asylum.

### BOARD.

21. That the Board shall meet on the first and third Wednesday in every month, and oftener if needful.

22. That on the first meeting of the Board after every Annual General Court, copies of the printed Regulations and Bye-Laws be laid on the table.

23. That all motions and notices of motion shall be written out by the mover, and read from the chair.

24. That the Board have power (hereby given) to act as they may judge best for the interests of the Society, in the case of all matters arising from time to time that are not provided for in the Charter, Rules, or Bye-Laws.

25. That the Board have power to grant at their discretion life-votes to persons rendering any special service to the Charity.

26. That the names of the Members of the Board of Management and of the Auditors shall be submitted to every Annual General Court for election.

27. That in the event of any vacancies in the Board of Management, or among the Auditors, by death or resignation, during the year, other members of the Society shall be elected by the Board to supply the vacancy until the next Annual General Court.

28. That the Board shall have power to add to their body up to the number of 30, inclusive of the Treasurer.

29. That when it is proposed to elect a Treasurer, or other Officer, or to appoint a Member of the Board, the nomination shall be made at the previous meeting of the Board, and the fact stated in the notice calling the meeting at which such election is to be made.

30. That notice be given at a previous meeting, and the Board be specially summoned, when it is proposed to dismiss or alter the salary of an Officer.

31. That when a Member of the Board gives notice of a motion, and does not attend to support it, or depute some other Member to do so, such notice shall be considered to be withdrawn.

32. That on a Committee being appointed by the Board for any special business, the mover thereof shall, when present, be Chairman, and shall bring up the Report of such Committee to the Board unless prevented attending.

### HOUSE COMMITTEE.

33. That the House Committee be appointed at the first meeting of the Board after the Annual General Court.

34. That they meet at the Asylum on the first and third Monday in every month, or oftener if necessary.

35. That, as early after their appointment in every year as may be convenient, they shall inspect the Inventories of the furniture, stores, &c., and exercise a general supervision over the actual state of the property.

36. That the Attendants and their testimonials be seen by the House Committee, prior to their appointment being confirmed.

## FINANCE.

37. That at the first meeting of the Board after the Annual Meeting, they appoint three or more members of their body to be a Finance Committee for the ensuing year.

38. That two shall be a quorum, that a majority in number shall bind the rest, and that in case of an equality of votes, the Chairman shall have a second or casting vote.

39. That they shall preside over the money department, and observe on the state of the Income and Expenditure generally.

40. That they shall receive and check all accounts, and bring up the same to the Board for payment.

41. That they shall keep a book to be called the Finance Committee Book, and enter therein a Minute of their proceedings at each meeting, to be signed by the Chairman of the day.

42. That this book shall contain a list of all amounts for which payment is recommended to be made, and that the receipts for all such payments shall be presented to them by the Secretary at their next meeting, and compared with the list.

43. That the Committee cause the said Finance Committee Book to be laid before the Board at each of their meetings.

44. That the Secretary and Collector only shall have Receipt Books (except by an express order of the Board), and that all receipts for money be given on the printed forms only.

45. That the margin of each receipt be filled up at the time of giving such receipt.

46. That the receipts for the year be numbered consecutively, and that a corresponding number be inserted in the columns of the Office Receipt Book.

47. That all Receipt Books shall be delivered officially by the Board to the Treasurer, and by him to the Secretary, who shall produce a receipt for every book issued by him to the Collector or other authorised person, and shall also account for them to the Finance Committee.

48. That the Banker's Book be posted prior to each Meeting of the Board, and presented for their inspection.

49. That all bills of the Charity, after having been examined and passed by the Finance Committee, be settled quarterly, except when otherwise ordered by the Board.

50. That in all cases, where practicable, cheques issued from the Office be crossed and made payable to order.

51. That all payments of money be made as far as practicable at the Office.

52. That all cheques passed by the Board be entered on the Minutes.

## AUDITORS.

53. That two Auditors form a quorum.

54. That the Auditors examine and audit all the accounts and disbursements of the Society in the month of March in every year, and report thereon to the Annual General Court.

55. That they examine the Society's accounts at the Banker's at the end of each year, and see that the amount corresponds with the Office books.

### THE SECRETARY.

56. That he provide two good securities for £250 each, to be jointly and severally responsible for him ; and that at the first meeting of the Board of Management after the Annual General Court he satisfy them that such sureties are alive and solvent.

57. That he attend the General Court, and also all meetings held by the Board, and at the Office daily, during such hours as the Board shall from time to time require.

58. That he give such notice as is herein prescribed to enable a General Court to be held annually in the month of April ; and also give a like notice in case the Board shall resolve to meet at the Asylum, or elsewhere, instead of at the Office.

59. That he take and keep a correct account of all proceedings which shall take place at the General Court, and at the meetings of the Board, and at Committees, and enter the same in proper books to be kept for that purpose.

60. That he file a copy, in books prepared for that purpose, of every address, report, and letter issued by the Board, and also make a copy of every letter written by him on the business of the Institution.

61. That he forthwith inform the Board of all petitions, applications, letters, and important communications received, and keep the same in a convenient form for reference.

62. That he give receipts for all monies subscribed or paid at the Office, and pay over the same to the Bankers daily, whenever the same shall amount to £10 or upwards.

63. That he consult and take the advice of the Treasurer in any matters affecting the Institution which may not be provided for in the Regulations or Bye-Laws, and specially report the same at the next Board meeting.

64. That he make all entries and returns required by the Acts for the time being in force relative to Lunatics in Hospitals, except such as are by the said Acts required to be made by the Medical Superintendent.

65. That he give four days' notice of all Board and Committee meetings when practicable.

66. That his petty-cash account be examined by the Finance Committee, and that it include no sums exceeding £2.

67. That he keep himself free from other official engagements, and that his time be at the service of the Board.

68. That the Office hours be from ten to four o'clock (excepting Saturdays, and then from ten to two o'clock), or when the pressure of business requires closer attendance, or when the Board otherwise direct ; and that the Clerks in the Office be under the immediate control of the Secretary or Collector.

69. That in the event of default of payment at the agreed periods by the friends of the Inmates, he shall report the same at the next Board.

70. That all official registers and journals relative to the affairs of the Asylum are to be provided at the expense of the

Board of Management, and remain their property ; and are not to be removed from the Office of the Asylum without the consent of the Board.

### COLLECTOR.

71. That his whole time be at the service of the Board.

72. That he provide two good securities for £250 each, to be jointly and severally responsible for him ; and that at the first meeting of the Board of Management after the Annual General Court, he satisfy them that such sureties are alive and solvent.

73. That he make a daily entry in the Office Receipt Book of all monies collected by him.

74. That he keep a correct list of Subscribers, and lay a copy of the same, in the month of July in every year, before the Board ; and collect the subscriptions as they become due, and pay them over to the Bankers, daily, whenever the same shall amount to £10 or upwards.

75. That he present a list of all new subscriptions and donations to every Board meeting.

76. That he attend the Board with his accounts when required.

77. That he keep himself entirely free from other official engagements, and be prepared to assist in the general duties of the Office.

### VISITING MEDICAL OFFICERS.

78. That a Physician and Surgeon be appointed to visit the Institution quarterly.

79. That they inspect the Establishment and report upon the same to the Board of Management.

80. That they confer fully with the Medical Superintendent, examine his medical journal, sign and date it, and insert any comments they think necessary.

81. That an Honorary Ophthalmic Surgeon, Aural Surgeon, and a Dentist, and any other Honorary Officer that the Board deem requisite, shall be appointed and requested to visit the Establishment twice at least in every year, and to confer, when requisite, with the Medical Superintendent, on every case he may think desirable.

### MEDICAL SUPERINTENDENT.

82. That in all cases of death, serious illness, or any emergency, he shall immediately communicate with the Secretary at the Office, and with the friends of the Inmate.

83. That he shall not absent himself without the consent of the Board or House Committee, except in cases of emergency, to be reported immediately to the Office.

84. That his whole time and services be at the disposal of the Board; that he be engaged at a yearly salary, to be regulated by the Board (the engagement to be subject to three months' notice on either side); and that he do not practise on his own account, or receive private pupils.

85. That he visit the Inmates at their daily meals.

86. That he have charge of such correspondence as may be required to be carried on at the Asylum, and preserve a copy of all letters written by him, on the business of the Institution,

in a letter-book provided for that purpose, to be produced to the House Committee.

87. That all casts, photographs, official registers or journals, relative to the Inmates, or to the business or affairs of the Asylum, be provided at the expense of the Board, and remain their property.

88. That the names of all the persons present at the death of an Inmate be recorded, and reported by him to the House Committee.

89. That he present a written Report to each House Committee, and be in attendance to give any explanation that may be required, whether at the House Committee or at the Board Meetings in Town.

90. That all Books and Journals kept by the Medical Superintendent be laid on the table at each House Committee meeting.

### SCHOOLMASTER.

91. That his whole time be at the service of the Board.

92. That he have the control of the Boys' Schools, and be responsible for the education of those committed to his care.

93. That he, with his Assistants, preserve a constant oversight of his department, see that the Rules of the school are observed, watch over the order, care, and cleanliness of the classes, attend them at Divine worship, at their meals, and at their recreations.

94. That he control the Attendants while they are employed in his department.

95. That he keep a proper record, in a book prepared for that purpose, of all boys under his care, marking their state on admission and discharge from the school.

96. That he enter in a book, provided for that purpose, a regular account of all books, stationery, drawings, and other articles delivered to him for the use of the school, and render an account of the same to the House Committee when required.

97. That he preserve a journal of the school from day to day, to be presented to the House Committee at each meeting.

98. That no school books be allowed for the education of the children, except such as have been approved by the House Committee.

### SCHOOLMISTRESS.

99. That her whole time be at the service of the Board.

100. That she have the control of the Girls' Schools, and be responsible for the education of those committed to her care.

101. That she, with her Assistants, preserve a constant oversight of her department, see that the Rules of the school are observed, watch over the order, care, and cleanliness of the classes, attend them at worship, at their meals, and at their recreations.

102. That she control the Attendants while they are employed in her department.

103. That she keep a proper record, in a book prepared for that purpose, of all children under her care, marking their state on admission and discharge from the school.

104. That she enter in a book, provided for that purpose, a regular account of all books, stationery, drawings, and other articles delivered to her for the use of the school, and render an account of the same to the House Committee when required.

105. That she preserve a journal of the school from day to day, to be presented to the House Committee at each meeting.

106. That she, or her Assistants, be present at the meals of the patients.

### STEWARD.

107. That his whole time be at the service of the Board.

108. That he keep a Want Book, for such supplies as are not embraced by contract, and that such book be presented to the House Committee and signed by the Chairman.

109. That whenever furniture is required for the apartments of the Officers, he shall notify the same to the House Committee.

110. That he shall annually present an inventory of the furniture and effects of the Asylum to the House Committee, at the first meeting in the month of May.

111. That in case of goods supplied by contract, the parties contracting shall with each delivery of goods produce an invoice, which shall be examined at the time by the Steward, and filed and signed as a voucher.

112. That all supplies, as far as possible, be delivered before nine o'clock in the morning.

113. That he keep accounts of the stores, the farm, and garden, the produce supplied for the use of the Asylum being valued at wholesale prices.

114. That he keep an account of all materials for clothing received by him, and that no new supplies be issued till the former supply be duly accounted for.

115. That he preserve a copy of all letters written by him on the business of the Institution, in a letter-book provided for that purpose, to be produced to the House Committee.

116. That all the workshops be under his charge.

117. That no fire, gas, or other light, be allowed in the carpenter's shop, or lucifer matches kept in it, or in any other part of the building adjacent to it, other than sanctioned by the Board.

### ATTENDANTS.

118. That their whole time be at the service of the Board.

119. That there be a male or female Attendant, or Nurse, who shall have special charge of the helpless and dirty Inmates, day and night; and in every instance in which such Inmate or Inmates shall be removed from his or her particular charge, as having more cleanly and helpful habits, the same shall be reported to the House Committee.

120 That the Attendants be supplied with board and lodging, and a dress by which they may be distinguished.

121. That they be ready to assist, in any way, in the service of the Establishment.

122. That they respectively keep a note-book, to enter whatever may require attention in the state and conduct of the Inmates, and present it to the Superintendent, or the Matron, as the case may be.

123. That they discharge their duties with kindness, temper, and compassion, never strike a patient, or use mechanical restraint.

### BAILIFF AND GARDENER.

124. That his whole time be at the service of the Board.

125. That, under the direction of the Superintendent and Steward, he have charge and management of the farm, kitchen garden, recreation grounds, shrubberies, lawns, paths and woods, and keep them in good condition.

126. That all farm and garden produce, implements, and property, be under his care, and that he be responsible for their careful use and preservation.

127. That he keep an exact account of the produce supplied to the Establishment, and have it checked weekly by the Steward.

128. That he take charge of such Inmates as may work under his direction, and see that they are safely returned to the Asylum.

### ENGINEER AND GENERAL INSPECTOR.

129. That he be resident on the premises.

130. That his whole time be at the service of the Board, and that he commence his work at 6 o'clock in the morning.

131. That he have charge of all Machinery, Engines and Boilers connected with the Gas, Water-works, Kitchens, Bakehouse, and Laundry, and such fittings in the dwelling as come within his department, and see that they are kept in working order ; reporting to the House Committee.

132. That he keep a Waste, Want, and Receipt Book, and record what he receives and uses ; such book, to be presented to the House Committee, and signed.

133. That he be responsible for the good repair of all the Buildings, the supply of Gas and Water, Cooking Apparatus, the state of the Sewers and House Drains, Fencing, and generally for the proper care of the whole house and estate so far as may be in his department.

134. That all the Workshops be under his charge.

135. That no fire, gas, or other light, be allowed in the Carpenters' Shop, or lucifer matches kept in it or in any other part of the building adjacent to it, other than sanctioned by the House Committee.

136. That he be subordinate to the Medical Superintendent, and carry out his directions in all respects in matters pertaining to the department or duties of Engineer and General Inspector.

#### MISCELLANEOUS.

137. That the Matron, Schoolmaster, and Schoolmistress see that their respective departments are all safe for the night, and report the same to the Superintendent at or before ten o'clock, p.m.

138. That all lights and fires be extinguished by eleven o'clock, except such as are allowed by the express permission of the Medical Superintendent.

139. That no Officer, Attendant, or Servant, be absent from the Asylum at any time, without the consent of the Medical Superintendent, or, in his absence, of the Matron.

140. That the Matron and Medical Superintendent be not absent at the same time.

141. That no certificate be granted by any Officer to Servants of the Establishment, without the sanction of the House Committee or Board.

142. That the Asylum be opened to the inspection of visitors from eleven till five o'clock, upon the presentation of a printed order, signed by the Secretary, or any Member of the Board.

143. That all visitors to the Asylum be reported to the Superintendent, or, in his absence, to the Matron.

144. That no Officer who furnishes a report to the House Committee, be absent from the Asylum on the days of their meeting, except on urgent business.

145. That when the Inmates go out for a walk, each Attendant shall make out a list of those under his or her charge, and give it to the Head Attendant, who shall see that the Inmates duly return to the Establishment.

146. That the friends of the Inmates may visit them any Wednesday (at the expiration of a month after admission) between the hours of eleven and five o'clock, by presenting an order obtained at the Office, but that no visits be allowed on Sundays.

147. That friends of the Inmates be not allowed to sleep on the premises, without the consent of the Medical Superintendent, or, in his absence of the Matron.

148. That the Inmates be not allowed to visit their friends without permission of the House Committee.

149. That the Sub-Matron shall be under the immediate control of the Matron.

## ADDITIONAL

# BYE-LAWS AND REGULATIONS.

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1. That in future no motion on extraordinary business be discussed without a week's previous notice thereof in writing having been given to the Board--also that the subject of such motion be appended to the summoning paper issued by the Secretary.

2. That any Member of the Board not attending at least three times during the year shall not be eligible for nomination for Re-election for the following year.

3. That in future no Gentleman shall be nominated for a Member of the Board unless he shall have constituted himself a Governor of the Institution in accordance with the 13th Rule.

4. That the Members of the Board personally visit each Case applying for admission, within reasonable distances.

5. That at each quarterly sitting of the House Committee a Categorical List of the Inmates be presented.

6. That at each first House Committee in each quarter the whole Board be summoned to meet them.

7. That the House Committee at their future Meetings report the number of vacancies for Inmates in the Asylum.

8. That no Gentleman shall be eligible for the House Committee until he has been a Member of the Board for 12 months.

9. "That no return of money paid for Pupils be made" be added to the Forms of Engagement.

10. That those Cases requiring separate or private rooms and special attendance be admitted on terms regulated by the Board.

11. That under ordinary circumstances new Patients requiring separate accommodation shall not pay less than 200 guineas.

12. Payment Cases in arrear, when written to the second time, the following Notice to be added : "The Board desire the Secretary to state that unless the payment be made within 10 days of the above date, the child will be sent home without further notice."

13. That on and after the 30th day of April, 1866, the minimum price to be paid for the right of maintaining one Patient in the Asylum for Idiots at Earlswood, during the life-time of the Donor, be 500 guineas ; and the Donors purchasing the right after the before mentioned date, shall not be able to remove one Patient and substitute another.

14. That the maximum number of Life Election Cases in the Asylum at one time be 100, and when that number has been received, the vacancies only shall be filled up.

15. That Nine Elections be allowed to the Life Election Cases instead of Six.

16. That unsuccessful Cases, upon making application, be allowed to remain in the Asylum at the rate of 35 guineas per annum, until the next Election.

17. That all future Applicants send a Photograph, *carte de visite* size.

18. That the principle of Part Payments be now adopted by the Board, and those who can make part payment be clearly distinguished from the rest of the Cases in future polling papers.

19. That a Sub-Committee be formed to consider all Applications for Admission before they are brought before the Board.

20. That the Finance Committee meet for the passing of Bills for Payment once a month (Tuesday before the first Wednesday).

21. That Holidays at Christmas shall be abolished, except for Payment Cases, and under peculiar circumstances.

22. That the average sum of Three Guineas be allowed for the interment of a Life Election Case.

23. That the Book provided for recording the times of leaving and returning to the Asylum, of the Superintendent and every Officer of the Institution be regularly kept.

24. That the Medical Superintendent be permitted to record his absence in a separate book to be kept by himself, and to be presented by him to the Gentlemen representing the House Committee at each meeting.

25. That under no circumstances shall the Resident Superintendent and the Assistant Medical Officer be absent from the Asylum at the same time.

26. That a book be kept containing a Register of every Case admitted into the Asylum stating fully the condition of the Case on admission ; and that this book be posted up weekly, stating the progress, if any, since admission, with other necessary remarks. That this book be kept in the Board-room, and the Superintendent only be allowed to take extracts from, or copies of it, without the consent of the Committee. That a similar Book or Register be

kept for all patients admitted into the Hospital, to be posted up daily, by the Assistant Medical Officer ; and that a card be placed at the head of each Patient's bed, with the name and age of the Patient, the name of the disease, and the dietary legibly written thereon. The Books to be so kept as to furnish a complete record of all Cases in the Asylum, whereby the history, progress and present state of any Case may be ascertained at short notice.

27. That in every case of death occurring in the Establishment, the Superintendent be empowered to make an examination of the body, unless any objection to such a course has been previously made by the friends of the Patient.

28. That Interments be in the Cemetery, the extra fee to be paid.

29. That the half-yearly Examinations of the Schools be held in April and October in each year.

30. That a portion of the building be applied for the reception of the worst class of Cases.

31. That the day for general Visitors to the Asylum be on Tuesday in each week, instead of Monday.

32. That the Correspondence of Medical Referees be attached to the papers of the Cases to which they relate.